



TOWN ADMINISTRATOR'S REPORT

**August 17,
2021**



ADMINISTRATION:

- Town Administrator (TA) Greg Johnson and Human Resources (HR) Manager Stephanie Duggan continue negotiations with AFSCME Clerical Union and NEPBA Dispatch union.
- TA Greg Johnson is taking Personal Time Off (PTO) the week of August 16-20, 2021.
- Assistant Town Administrator Megan Zammuto is taking PTO from August 23-27, 2021.
- The Treasurer-Collector's Office attended training at UMass-Amherst the week of August 10-13, 2021, to further their pursuit of certifications and professional development.
- TA Greg Johnson and Planning Director Bill Nemser are developing a draft charge for a Sustainability Committee to recommend to the Select Board.
- Town offices will be closed Monday, September 6, 2021 in observance of Labor Day holiday.
- The Town Clerk's Office welcomes Robert Maynard as the new Assistant Town Clerk.
- ATA Megan Zammuto is attending the Massachusetts Municipal Managers Association (MMA) Summer Meeting on Thursday, August 19, 2021.

COUNCIL ON AGING:

- The Council on Aging has reopened its doors on Monday, August 9, for registration and an opportunity for seniors to sign-up for activities. The COA's fully scheduled programs will start on Monday, August 16.
- The COA will be following specific policies to ensure the safety and welfare of participants, staff, and instructors. This includes reducing the number of seniors participating in an activity as well as setting rooms up differently for each program to create more space to allow for social distancing and to increase comfort levels. The current plan is to incrementally increase offerings and the number of participants in the COA, but it will be done only as it is appropriate to do so. Many COA's are structuring programs in this way and have found it to be a successful alternative to beginning with large groups of seniors gathering together.

- Nearly all of the classes and activities that were offered before the COA closed are available. There will be multiple sessions an activity so all seniors who are interested can attend. The COA will continue to offer its fitness and art classes via ZOOM. In addition, the COA will continue to sponsor bi-monthly “Grab-n-Go” drive-by meal pickups in the Elks Club parking lot. The COA ice cream Truck has been making its neighborhood rounds, surprising seniors with sweet treats on very hot days!
- Council on Aging Director Amy Loveless attended the weekly regional COA directors’ meetings which included discussions regarding reopening and phasing in plans, and feedback from seniors and staff.
- Council on Aging Director Amy Loveless attended the Making the Connections meeting. (“Making the Connections” is grant based and is derived from the national Livable Communities commitment and a state priority Best Practice: “To develop policies and services to improve elder economic security and help people age in community, such as... transportation for non-drivers...”). This grant funds any mode of transportation and its impetus is to address unmet transportation needs. The Community Compact Cabinet Inter-Municipal Agreement (IMA) includes these participating towns: Sudbury, Maynard, Stow, and Acton.
- Council on Aging Director Amy Loveless attended the Executive Office of Elder Affairs webinar focusing projects funded by the Service Incentive Grants.
- Council on Aging Director Amy Loveless attended the Sudbury Transportation Committee bimonthly meeting.
- The COA sponsored a “Grab-n-Go” lunch. Seniors picked up a hot meal and enjoyed saying hello to friends and staff.
- The Council on Aging produced an August newsletter promoting the COA’s art classes, the GO MAYNARD! Taxicab transportation program, Artspace and 6 Bridges Gallery exhibitions, Maynard Library programs, the Maynard Farmers Market and ArtSpace’s Pollinator Meadow event on September 12.
- The COAs offers an iPad and Chromebooks lending program for those with limited financial resources to increase opportunities for Zoom classes, online activity, and the means to contact friends and family.

PUBLIC WORKS:

- Recyclable Light bulb and batteries collection bins are outside of the rear of Town Hall for convenience of residents. More information at: <https://www.townofmaynard-ma.gov/dpw/responsible-disposal/>



- Stencils were used around town to promote the 150th Anniversary Celebration:



- Crews installed poles in Naylor Court for the addition of parking meters:



Crews completed establishment of parking spaces on Florida Road behind the Post Office on Main Street:



MUNICIPAL SERVICES:

- OMS staff met with staff from Concord, Bedford, Lexington, and Acton to discuss bike share programs and potential regional grant applications and partnerships.
- The final Housing Production Plan working group will be held on Monday, August 16th at 7:00PM
- Town Administrator Greg Johnson, Assistant Town Administrator Megan Zammuto, and DPW Director Justin DeMarco, accompanied Building Commissioner Rick Asmann on an inspection of ArtSpace on Monday, August 9th following concerns raised by Fire Chief Stowers. During the inspection it was noted that the unpermitted removal of the ceilings has exposed numerous penetrations in the walls and ceilings, breaching the fire-rated assemblies that make up the corridors. Extensive paint flaking and unsecured exit signs were observed. There were also areas of older pipe insulation, plaster lath walls and cementitious ceiling which may contain asbestos. The conditions present unhealthy and potentially life altering environmental conditions. The Certificate of Occupancy of the studio/office spaces was immediately revoked and ArtSpace was ordered to Stop Work until all necessary permits are issued. Some studio and offices can be used if they meet certain criteria outlined by the Building Commissioner. Re-occupancy of

the rest of the studios will require that the compromised egress corridors are made whole again and safe for occupants to use by repairs or renovations executed under an issued Building Permit.

Board of Health

- Office of Municipal Services Staff has returned to weekday postings of COVID case numbers for the Town of Maynard.
- The Town of Maynard filed a preliminary injunction regarding outstanding violations in several housing units located on Railroad Street. The Court ordered the parties (Town of Maynard and Property Owner) to file a joint submission no later than September 10, 2021 identifying what work has and has not been completed.
- Housing Code Inspections are scheduled for several units on Railroad Street on August 19th. Necessary plumbing and sheet metal permits have not yet been issued for additional repairs.

Conservation:

- The Conservation Commission voted to accept the donation of a 6.5 acre parcel of land off of Parker Street. The Select Board will have to vote to authorize the acceptance.
- The Commission issued an Order of Conditions for the removal of hazardous trees within riverfront area and along river bank at 10 Mill Street.
- The Commission is working to apply for a SuAsCo grant for educational kiosks along the river on specific conservation properties.
- The Commission issued a negative determination of applicability for the construction of a pool deck within the 100ft buffer of a perennial stream, allowing the project to proceed without additional permitting.
- The Commission extended the enforcement order for the John Deere properties until September 14th. The only work remaining includes the removal of dumpsters, the removal of a few additional machinery items, and hydroseeding of the area.

Planning:

- 115 Main Street – The Planning Board approved the Special Permit/Site Plan on August 10, 2021. This was the “remand hearing” ordered by the Land Court Department of the Massachusetts Trial Court after the Applicant (MacDonald Development) appealed the Planning Board's 2020 Decision denying the mixed-use project.
 - The required Development Agreement will be signed by the Planning Board in an upcoming meeting and then be presented to the Select Board for final approval.
 - Project approval is still required from the Conservation Commission, as well as state regulatory agencies due to river proximity and associated project work.

FIRE:

- Progress continues on the construction of the new Fire Station on Sudbury Street. From the architects report of August 3, 2021:
 - Crews were currently working to set concrete forms in preparation for pouring the remainder of the wall at the North Elevation.

- Interior footings have been formed and are ready to pour.
- The Mailbox that serves 32&34 Sudbury Street has been flagged as being on the property of the fire station and in the location of where the retaining wall needs to begin.
- We have had 518 emergency requests for service since May 12. We are continuing to see a rise in emergency call volume compared to the same point last year. In we saw a 28% increase in June of 2021 compared to June of last year and a 29% increase in July compared to 2020. August is on pace to see an increase as well.
- We have continued issuing permits and reviewed plans for fire prevention. We have had 293 fire prevention activities since May 12.
- We have had 317 maintenance-related activities since May 12.
- We have had 135 in-house training events or 217 hours since May 12. We have continued our EMS training, which will run through May.
- We recently met with the Director of ArtSpace after a concerned tenant contacted us. During our tour with the director, we found multiple issues that raised concern, including ceilings being removed and void spaces created with the work being performed without the proper permits. We have shared our concerns with the Office of Municipal Services, and all parties are working toward a resolution.
- We still have an adequate supply of personal protective equipment (PPE) for the ongoing COVID-19 pandemic.
- Chief Stowers is overseeing the FEMA and CARESAct reimbursements for the community. Paperwork and submittals remain ongoing.
- We continue having weekly construction meetings for the new fire station. This will be a weekly meeting until the project is complete, hopefully in August of 2022!



LIBRARY:

- As submitted in the TA Report from August 3, 2021:
The old worn-out library sign at the Glendale Street entrance has been replaced with a beautiful new sign, funded by donors, which was installed on July 27 (pictured):



POLICE:

- Please join us in welcoming Officer Chris Wellborn to the Maynard Police Department. Officer Wellborn comes to us with several years of experience as a Police Officer. We are excited to have him join our team.



INCIDENTS:

- On Mill and Main Security reported new tagging in the Mill and Main Parking Garage. The incident was documented.
- While on Patrol, Officer Houle was notified of a broken window at 12 Bancroft Street. Officers believe

the window was broken by being hit with an object, not to gain entry. The DPW was notified of the damage.

- Officers responded to a report of an individual soliciting outside of a Digital Way business, and the business requested that he leave their property. Officers advised the individual that he needed a permit. He packed his items and left the property without issue.
- While on Patrol Officer Comeau observed the front door of a Main Street business had been shattered. Officers conducted an interior check of the building, and nothing appeared out of order. The building owner was notified.

COMMUNITY OUTREACH:

- The Maynard Police Department Youth Academy was held from July 12th to July 16th. The Student Officers engaged in a variety of activities such as physical fitness, CPR/First Aid, Patrol Procedures, Criminal and Constitutional Law, Drug Recognition and Criminal Investigations.



- Officer McCann stopped by Wildlife Encounters an event being hosted by the Maynard Public Library at Memorial Park. Great time had by all!

TRAINING:

- Sergeant Sutherland attended a weeklong FBI LEEDA Command Leadership training.

ANIMAL CONTROL:

Total Number of Calls: 20

Complaints: 1

Lost Dogs: 2

Animal/Wildlife calls: 10

Miscellaneous: 7

MOTOR VEHICLE STOPS:

Action Taken:

Civil Citations 8

Written Warnings 22

Verbal Warnings 114

Arrests (M. Vehicle Related) 2

Criminal Complaints 5

Total Motor Vehicle Stops 151

MOTOR VEHICLE ACCIDENTS:

Location Number of Motor Vehicle Accidents

Concord Street 1

Dartmouth Street 1

Great Road 1

Main Street 2

Mockingbird Lane 1

Powder Mill Road 1

Reo Road 1

Waltham Street 1

Total 9